

Notice of Eligibility and Rights & Responsibilities
(Family and Medical Leave Act)

In general, to be eligible an employee must have worked for an employer for at least 12 months and have worked at least 1,250 hours in the 12 months preceding the leave. While use of this form by employers is optional, a fully completed form provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

[PART A – NOTICE OF ELIGIBILITY]

TO: _____ Employee

FROM: _____ Employer Representative

On _____, _____ you informed us that you needed leave beginning on for:

- ☐ The birth of a child, or placement of a child with you for adoption or foster care;
☐ Your own serious health condition;
☐ Because you are needed to care for your _____ spouse; _____ child; _____ parent due to his/her serious health condition.
☐ Because of a qualifying exigency arising out of the fact that your _____ spouse; _____ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
☐ Because you are the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered service member with a serious injury or illness.

This Notice is to inform you that you:

☐ Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)

☐ Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons:

You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately _____ months towards this requirement. ☐ You have not met the FMLA's 1,250-hours-worked requirement. ☐.

If you have any questions, contact _____ or view the FMLA poster located in the _____.

[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by _____.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied. ☐ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request ☐ **is/** ☐ **is not** enclosed.

☐ Sufficient documentation to establish the required relationship between you and your family member.

☐ Other information needed:

☐ No additional information requested

If your leave does qualify as FMLA leave you will have the following **responsibilities while on FMLA leave (only checked blanks apply):**

☐ Contact Benefits Administration at 1-800-253-9981 to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave.

☐ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work **every thirty days (30).**

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the reverse side of this form, you will be required to notify us at least two (2) workdays prior to the date you intend to report for work.

_____ You will be required to use your available **compensatory leave**, if applicable, during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

If your leave does qualify as FMLA leave you will have the following **rights** while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
_____ the calendar year (January – December).
_____ a fixed leave year based on _____.
_____ the 12-month period measured forward from the date of your first FMLA leave usage.
_____ a “rolling” 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered service member with a serious injury or illness. This single 12-month period commenced on _____.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than:
 - 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave;
 - 2) the continuation, recurrence, or onset of a covered service member’s serious injury or illness which would entitle you to FMLA leave; or
 - 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have _____ **sick**, _____ **vacation (annual)**, and/or _____ **other (compensatory) leave** run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

_____ For a copy of conditions applicable to sick/vacation (annual)/other (compensatory) leave usage please refer to the **Department of Human Resources Leave and Attendance Manual** available at <http://tn.gov/dohr/>. **Applicable conditions for use of paid leave: An employee who does possess a leave balance has the option, under certain conditions, of using this accumulated leave as FMLA leave and remaining in a paid status. Before an employee can go on unpaid leave, all accumulated compensatory leave must be used.**

Once we obtain the information from you as specified above, we will inform you, within five (5) business days, whether your leave will be designated as FMLA leave and counted towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

_____ at _____.